



LBLN Property Management Procedure

Reporting Lost, Damaged, Destroyed or Stolen Property

Owner

Policy - Property Management – Property Manager

Procedure - Property Management & Security– Property Manager

Process – Property Management – Property Manager

Overview of the Process

During the course of executing the Laboratory’s mission, there are instances when personal property may be lost, damaged during use, destroyed or stolen. Since the property in use at the Laboratory is Government property, the Department of Energy has placed stringent reporting requirements in place when any of those events takes place. Instances of loss, damage, destroyed or stolen property must be reported to the Property Manager immediately, and if the instance was stolen property it must be reported to the Security Office as well. All instances of loss or theft of Government property are reviewed by the Oversight Committee on Missing Property.

Regulations:

- Department of Energy Order 580.1, CRD, Section 2.m., Loss, Damage, Destruction or Unauthorized Use of Personal Property
- LBNL Personal Property Policy Manual (10/01/07), Section 11.3 Loss, Damage, Destruction and Theft of Property
 - <http://www.lbl.gov/Workplace/CFO/assets/docs/pro/prty/PropertyManual.pdf>

Definitions:

Oversight Committee on Missing Property – A Laboratory committee established to review all instances of loss, damage, destroyed and stolen property to determine whether negligence played a part in the incident.

Custodian and Requester are synonymous for this process.

Roles:

- Property Management – develops the internal policy and procedures necessary to implement the Department of Energy’s policy regarding the reporting of loss, damaged, destroyed and stolen property
- Divisions – are responsible for implementing the Laboratory’s policy
- Security Office – prepares Laboratory Incident Report
- Divisional Property Representative – provides support to the Requester during the reporting process
- Requester – initiates the reporting process for assigned assets that are lost, damaged, destroyed or stolen

Responsibilities – Lost, Damaged and Destroyed Property:

Custodian/Requester:

- Notifies their supervisor, division Property Representative and Property Manager
- If lost property is a computer, completes Integrated Safeguards and Security Management’s “Laptop and Mobile Theft Report” and submits to Security Office
- Processes the necessary paperwork (Request to Retire Personal Property form) to initiate the retirement of the asset in Sunflower AMS

Division Property Representative:

- Provides support to the Requester as requested



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Responsibilities – Stolen Property:

Custodian/Requester:

- Reports theft of property to Security Office and Property Management immediately
- Files a police report with the police department having jurisdiction where the theft took place
- Obtains a copy of the police report
- Submits copy of police report to Security Office
- If the stolen property is a laptop computer, portable hard drive or desk top computer, completes a Laptop and Mobile Device Loss or Theft Report and submits to Security Office
- Submits Request to Retire Personal Property form with copy of police report, incident report and Laptop and Mobile Device Loss or Theft Report to Property Management

Division Property Representative:

- Provides support to the custodian

Security Office:

- Takes initial report of theft from custodian
- Receives and reviews police report from custodian
- If the stolen property is a laptop computer, portable hard drive or desk top computer, reviews the Laptop and Mobile Device Loss or Theft Report submitted by custodian
- Completes Security Incident Report
- Sends final Security Incident Report, in addition to Laptop and Mobile Device Theft Report, Police Report, Inventory Asset History and any other supporting documentation to the custodian

Property Management:

- Reports theft of Government property to the Site Office
- Upon receipt of the Request to Retire Personal Property form, reviews all documentation and retires the asset in Sunflower AMS

Lost Property Oversight Group:

- Reviews documentation supporting all property losses and makes a determination of whether the custodian's actions contributed to the loss or not

Procedure – Reporting Stolen Government Property

- Custodian notifies Security Office and Property Management immediately upon theft of Government Property
- Custodian reports theft to police department having jurisdiction where theft took place
- Custodian obtains a copy of police report
- Custodian submits a copy of police report to Security Office
- If stolen property was a laptop computer, portable hard drive or desk top computer, go to the Computer Protection Program website and:
 - Go to Policy Guidelines



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- Go to Additional Policies
- Go to Lost and Stolen Property Cyber Security Procedures
- Download the Laptop and Mobile Device Loss or Theft Report form
- Complete the Theft Report
- Submit the Theft Report to the Security Manager
- Security will complete a Security Incident Report
- Security will send final Security Incident Report, in addition to Laptop and Mobile Device Theft Report, Police Report, Inventory Asset History and any other supporting documentation to the custodian
- Custodian completes a Request to Retire Personal Property form, obtains the necessary signatures, attaches a copy of the Police Report, Security Incident Report and the Laptop and Mobile Device Loss or Theft Report (latter if appropriate) and submits to Property Management
- Property Management reviews all documentation
- Property Management retires the asset in Sunflower AMS
- Property Management reports the theft to the DOE Berkeley Site Office
- Lost Property Oversight Group reviews the details of the property loss (theft)
- Property Manager sends letter to custodian’s supervisor and copies custodian and division director if custodian’s action contributed to the loss (theft)

Forms:

None applicable to Property Management

Security Incident Report

Laptop and Mobile Device Loss or Theft Report

- <http://www.lbl.gov/Workplace/CFO/co/ga/pa/cwip.html>

Reports:

Title:	Report on the Loss, Damage, Destruction or Theft of Government Property
Information Displayed:	Report on the Loss, Damage, Destruction or Theft of Government Property
Purpose of the report:	Inform Site Office of Loss, Damage, Destruction or Theft of Government Property
Recipient(s):	Site Office with a copy to the Laboratory Security Office
Frequency:	Submitted within 24 hours of becoming aware of the incident